

Rental Inspection Program Checklist

Below is a checklist that may help you in a review of your property. Remember, this is a MINIMUM checklist. You may want to take additional actions that will further enhance your property.

Exterior

- _____ **General:** The exterior of a structure shall be maintained in a good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare.
- _____ **Street Numbers:** Each structure to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in Arabic numerals at least 4 inches high and ½-inch stroke.
- _____ **Accessory Structures:** All accessory structures including detached garages, fences and walls shall be maintained structurally sound and in good repair.
- _____ **Sanitation:** All exterior property shall be maintained in a clean, safe and sanitary condition.
- _____ **Exterior Painting:** All wood and metal surfaces, including but not limited to, window frames, doors, door frames, cornices, porches and trim shall be maintained in good condition. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. (This does not include masonry surfaces)
- _____ **Structural Members:** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- _____ **Foundation Walls:** All foundation walls shall be maintained plumb and free from cracks and breaks and shall be kept in a condition free of holes so as to prevent rat infestation.
- _____ **Exterior Walls:** All exterior walls shall be free from holes, breaks, loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- _____ **Decorative Features:** All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
- _____ **Overhang/Extensions:** All canopies, marquees, signs metal awnings, fire escapes, standpipes, exhaust ducts and similar overhang extensions shall be maintained in good repair.
- _____ **Roofs and Drainage:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

- _____ **Stairways, Decks, Porches and Balconies:** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting imposed loads.
- _____ **Chimneys and Towers:** All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic painting.
- _____ **Exhaust Vents:** Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors, or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.

Interior

- _____ **Handrails and Guards:** Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Guard height now needs to be 42 inches in height and the balusters must prevent a 4 inch round object from passing through the balusters.
- _____ **Window and Door Frames:** Every window, door and frame shall be kept in sound condition, good repair and weather tight. **Grates or bars are not allowed on bedroom windows if they cannot be opened easily from the inside.** All windows must be capable of being opened and remain open without the use of props etc.
- _____ **Doors:** All exterior doors and hardware shall be maintained in good condition. Locks are required at all entrance doors and doors to the exterior. **Double cylinder or keyed dead bolts are not allowed on any ingress or egress door.**
- _____ **Interior walls, Ceilings and Floors:** All walls, floors and ceilings are to be maintained in good condition free of holes and cracks and free of loose and peeling paint. Floors with carpeting or coverings are to be free of tears, holes and in good condition. Floors of the kitchen and bathrooms are to be water resistant.
- _____ **Water Heating:** Water heaters that are capable of providing hot water in sufficient supply at a temperature of at least 120° F in good condition are required for all dwelling units. All water heaters are to be equipped with a pressure relief valve and this valve shall be equipped with a discharge tube that terminates no less than 6 inches from the floor. Water heaters that use any gas, liquid or solid fuel shall not be located in a bathroom or bedroom. The flues for the water heaters shall be of an approved material and configuration and all joints shall be tight allowing no escape of gases.
- _____ **Heating Facilities:** Heating equipment capable of heating all habitable rooms to a temperature of 65° F with an outside temperature of 30° F are required for all dwelling units. This equipment shall be capable of operation from October 1 to May 1 of the following year. All equipment, piping, flues and chimneys are to be in good working condition.
- _____ **Electric:** All wiring, fixtures, switches, outlets, and other equipment are to be installed and maintained in good working condition in accordance with the National Electric Code. All connections are to be tight and all cover plates are to be installed. The electric system is to be attached to an approved electrical source.

- _____ **Plumbing:** All piping, fixtures, valves, and other equipment are to installed and maintained in good working condition and free of leaks. One tub/shower, one hand sink, one kitchen sink and one commode per dwelling unit are required. All of these fixtures are required to be connected to an approved potable water source and connect to an approved sewage disposal system.
- _____ **Smoke Detectors:** Each dwelling unit is to be provided with smoke detectors as required by the Uniform Statewide Building Code. Regardless of the type installed, a battery backup must be in each device.
- _____ **Window and Door Screens:** From April 1 to December 1, all windows and doors used for ventilation in habitable of food preparation areas must have insect screens. These screens shall be tight fitting and of not less than 16 mesh wire. Doors shall have self-closing devices.
- _____ **Ventilation:** All habitable rooms shall have at least one window or door opening to the exterior whose size equals or is greater than 8 per cent of the floor area of the room for ventilation purposes.
- _____ **City Code Accumulation of Rubbish or Garbage:** All exterior property and premises and the interior of every structure shall be free of any accumulation of rubbish or garbage.

If you have any questions regarding the above or the City's Rental Inspection Program, please contact the Division of Code Enforcement, Department of Development at (804) 541-2226.

